



United States Department of Agriculture

RESEARCH, EDUCATION, AND ECONOMICS
AGRICULTURAL RESEARCH SERVICE
www.ars.usda.gov

"Solving Problems for the Growing World"

VACANCY ANNOUNCEMENT

Announcement Number: ARS-D5W-0375
Demo

Position Title/Series/Grade:
Maintenance Helper
WG-4749-05

Employment Type: Full-time – Term Appointment
Not to Exceed 2 years (May be extended up to 4 years)

Grade and Salary Range:
WG-05 \$15.18 - \$17.71 Per Hour

Location of Position:
Tucson, AZ

Who Can Apply (You **must** include a statement in your application that you are a U.S. citizen to be considered for this position): All U.S. Citizens

Opening Date: August 15, 2005

Closing Date: August 29, 2005

For copies of vacancy announcements and/or application materials, please call (301) 504-1482. For additional information regarding employment opportunities, please visit <http://www.afm.ars.usda.gov/hrd/jobs/apply.htm>.

Contact Information

Human Resources Specialist:
Theresa Gibbs
(301) 504-1553

Location Contact Information:
Tinka Buck
(520) 670-6481 Ext. 102

DC Relay Service: (202) 855-1234 (TDD)

Send Applications to:
USDA, Agricultural Research Service
Human Resources Division
Attn: Theresa Gibbs/(ARS-D5W-0375)
5601 Sunnyside Avenue, Stop 5106
Beltsville, MD 20705-5106
Fax: (301) 504-1535
E-mail: scirecruit@ars.usda.gov

Applications must be postmarked, e-mailed or faxed by the closing date of the announcement. Applications received in Government envelopes will not be considered.

Please take advantage of the Application Package Checklist at the end of this announcement to ensure your application is complete.

For information about the organization and location, visit the location's website at www.pw.usda.gov.

Applications will also be accepted from USDA Surplus and Federal Displaced Employees in the commuting area.

SUPPLEMENTAL QUESTIONNAIRE: Applicants are required to complete the attached supplemental questionnaire. Applicants who fail to complete and return the questionnaire will NOT receive further consideration for the position.

Major Duties:

The incumbent will perform a variety of duties assisting the Maintenance Worker with the operation, repair, and maintenance and troubleshooting in the location buildings and facilities. These tasks include, but are not limited to: making minor electrical repairs; conducting routine maintenance on a variety of heating, ventilation, refrigeration and air conditioning equipment and systems; installing, maintaining, and repairing plumbing; carpentry; and painting. The incumbent operates a variety of power tools and a forklift. The incumbent performs routing equipment maintenance. The incumbent may be called in for night or weekend duty to assist in making needed repairs.

Working Conditions and Other Considerations:

PHYSICAL REQUIREMENTS: Requires normal physical dexterity, such as stooping, bending, crouching, muscular coordination, long periods of standing, good eyesight, and lifting equipment over 50 lbs.

WORKING CONDITIONS: Work is performed in areas that are noisy, dusty, and may have temperatures over 100F. Incumbent is subject to the possibility of burns, electrical shock, cuts, bruises, and bee stings.

CERTIFICATION/LICENSE REQUIREMENTS: All applicants **MUST** indicate proof of possession of a valid state-issued drivers license. Applicants who fail to submit proof of possession will not receive consideration for the position.

Qualifications Required: Your education and experience will be evaluated against all qualification requirements (basic and any additional requirements) listed below.

Basic Requirements

Applicants must have experience and/or training of sufficient scope and quality to perform the duties required. Applicants will be rated in accordance with their knowledge, skill, and ability in the job elements listed below.

1. Ability to do the work of a maintenance worker (electrical, air conditioning, plumbing, carpentry, painting, and motor vehicle) without more than normal supervision (Screen-Out).
2. Knowledge of Equipment Assembly, Installation, Repair, etc.
3. Technical practices (Theoretical, Precise, Artistic).
4. Ability to use and maintain tools and equipment, including measuring instruments.
5. Ability to interpret instructions, specifications, etc. (including blueprints).
6. Knowledge of materials used in the trades work covered in this position (cited in #1 above).

Additional Requirements:

A pre-employment physical is required.

Other Important Information

Benefits Package:

A Benefits Package is authorized for this position. Additional information about Federal benefits can be obtained at www.usajobs.opm.gov/ei61.htm.

Veteran's Preference:

For further details, call the U.S. Office of Personnel Management (OPM) at 703-724-1850 or TDD 978-461-8404. Select General Information on the Federal Employment Policies and Procedures, and then Veterans Preference and Special Appointing Authorities for Veterans. Visit their VetGuide website at <http://www.opm.gov/veterans/html/vetguide.asp>.

Relocation Expenses:

Payment of relocation expenses will be determined in accordance with P&P 412.5, Recruitment and Retention Incentives and Other Special Pay, Sections 6 and 7, as amended by Bulletins 03-402 and 05-412.5, which may be found at <http://www.afm.ars.usda.gov/ppweb/412-05.htm#H10>. See also http://www.afm.ars.usda.gov/hrd/staffing_recruit/reloweb.htm.

Financial Disclosure Requirement:

Federal employees are subject to prohibitions against officially dealing with outside organizations in which they have a financial interest. You may be required to submit a financial disclosure report if hired for this position.

False statements:

If you make a false statement in any part of your application, you may not be hired; may be fired after beginning work; or may be fined or jailed.

Optional Form 306, (Declaration for Federal Employment):

If you are selected for this position, you will be required to complete this form before an offer may be made.

USDA Surplus/Federal Displaced Employees:

USDA Surplus/Federal displaced employees must submit documentary evidence of eligibility. Well qualified surplus and displaced employees within the local commuting area will receive selection priority as provided by OPM regulations. Well-qualified means the applicant meets the basic qualification and eligibility requirements and all selective placement factors; is rated above minimally qualified against the KSAs or quality criteria; and is able to satisfactorily perform the duties of the position upon entry. Applicants must submit the following:

- 1) a copy of your RIF Separation Notice or Certification of Expected Separation or other documentation indicating that you are a surplus employee;
- 2) evidence of full performance level of current position;
- 3) a copy of your most recent performance appraisal; and
- 4) a copy of your most recent SF-50, Notification of Personnel Action, to verify reassignment eligibility.

Selective Service System:

Males over age 18 who were born after December 31, 1959, must have registered with the Selective Service System (or have an exemption) to be eligible for Federal employment.

Reasonable Accommodation:

Reasonable accommodation may be provided to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, or have questions regarding reasonable accommodation and/or accessibility for any part of the application and hiring process, please contact the Disability Program Manager on 202-720-6161 or through the DC Relay Service on 202-855-1234 (TDD). The decision to grant reasonable accommodation is made on a case-by-case basis.

Civil Rights Policy Statement:

The U.S. Department of Agriculture (USDA) is an equal opportunity employer and provider. Discrimination is prohibited in all USDA programs and activities on the basis of race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, and marital or family status. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's Target Center on 202-720-2600 (voice and TDD).

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call 202-720-5964 (voice and TDD).

Application Package Checklist

If application packages do not contain all of the requested information, you may lose consideration for the job. To help you ensure your application fully outlines your qualifications and eligibility for this position, please submit the following documentation.

- ☐ Optional Form 612 (Optional Application for Federal Employment), SF-171 (Application for Federal Employment), Resume, Curriculum Vitae, or other document outlining your qualifications (Go to <http://www.opm.gov/forms/html/of.asp> and scroll down to obtain the OF-612).

The following information is required of all applicants:

- ☐ Announcement number, title, and grade(s) of the position
- ☐ Full name, mailing address (including zip code) and day and evening phone numbers (with area code)
- ☐ Social security number
- ☐ Statement that you are a U.S. citizen (if not using the OF-612 or SF-171)
- ☐ Copy of DD Form 214 (Certificate of Release or Discharge from Active Duty) (if claiming veterans preference) (Visit the following web site for additional information:
<http://www.opm.gov/employ/veterans/html/vetguide.asp>)
- ☐ SF-15 (Application for 10-point Veteran's Preference) plus the support documentation required by this form (if claiming 10-point veterans preference) (Go to the web site at <http://www.opm.gov/forms/html/sf.asp> to obtain form.)
- ☐ Paid and non-paid work experience related to the position. For each period of work experience include:
 - ___ Job title
 - ___ Series/grade (if Federal employment)
 - ___ Duties and accomplishments
 - ___ Employer's name and address
 - ___ Supervisor's name and contact information
 - ___ Starting and ending dates of employment (at least month & year)
 - ___ Number of hours worked per week
 - ___ Salary
 - ___ Indicate if we may contact current supervisor/employer
- ☐ Other job related information, such as training courses (title & year); skills (e.g., other languages, computer software/hardware, tools, etc.)
 - ___ Certificates/licenses (current)
 - ___ Honors, awards, and special accomplishments
 - ___ Supplemental questionnaire if applicable (usually for Federal Wage System positions - WG, WL, WS)
- ☐ Copy of college transcripts (if qualifying all or in part on the basis of education for this position) (If you have non-conventional education, e.g., foreign study, continuing education units, life experience, etc., go to the web site at <http://www.opm.gov/qualifications/SEC-II/s2-e4.htm#e4a> and look under the heading

“Other Education” for information governing acceptability of this type of education.)

- ☐ Copy of SF-50 (Notification of Personnel Action) to verify possession of competitive civil service status (if you are a current or previous federal employee)
- ☐ Copy of most recent performance appraisal (if you are a current federal employee)
- ☐ Second copy of application package (if the position is open to candidates outside the federal government AND if you are a current federal employee or a candidate with reinstatement eligibility and wish to be considered under both merit promotion and competitive examining procedures).
- ☐ Support documentation for eligibility for special hiring authorities, such as disability, Peace Corps service, etc. (If you have questions about whether you are eligible for a particular hiring authority, please call the servicing HR specialist or visit the web site at <http://www.usajobs.opm.gov/a2.htm> and scroll down to the subject heading, “Category”.)
- ☐ Support documentation if you are a USDA surplus or federal displaced employee (See pertinent section under “Other Important Information” below.)
- ☐ Self-certification of typing speed (if required as a basic qualification for the position)
- ☐ While not required, a separate response to the required knowledge, skills, and abilities (KSAs listed under Specialized Experience) and Selective Placement Factor(s), if present, for this position may better highlight your specific qualifications for this position. (For an explanation of KSAs, go to the web site at <http://www.ars.usda.gov/careers/whatksa.html>).

If this is your first time applying for a federal job, or if you wish to view more detailed information about various aspects of applying for federal jobs, go to <http://www.opm.gov/forms/html/of.asp> and scroll down to access the Office of Personnel Management (OPM) Optional Form 510.

**SUPPLEMENTAL EMPLOYEE QUESTIONNAIRE
MAINTENANCE WORKER/MECHANIC, WG-4749**

Name: _____

Announcement Number:

Note to Applicant: Information presented will be used to rate your application. You cannot be given credit for work you do not document. All questions must be answered. Questions not answered will be considered to indicate that you have not performed that particular work.

Place a check mark next to the level which best indicates your ability in the following trades:

- 1.) Electrician
Journeyman____ Apprentice____ Helper____ Laborer____ No experience____
- 2.) Plumbing
Journeyman____ Apprentice____ Helper____ Laborer____ No experience____
- 3.) Welder
Journeyman____ Apprentice____ Helper____ Laborer____ No experience____
- 4.) Carpentry
Journeyman____ Apprentice____ Helper____ Laborer____ No experience____
- 5.) Painter
Journeyman____ Apprentice____ Helper____ Laborer____ No experience____
- 6.) HVAC
Journeyman____ Apprentice____ Helper____ Laborer____ No experience____
- 7.) Heating/Boiler Mechanic
Journeyman____ Apprentice____ Helper____ Laborer____ No experience____
- 8.) Automotive Mechanic
Journeyman____ Apprentice____ Helper____ Laborer____ No experience____

Electrical work

For each task in the following groups, choose one number that best describes your experience and/or training, and put that number in the appropriate blank.

1. Some training, no experience.
2. Perform task under close supervision.
3. Perform task using own initiative and judgement.
4. Journeyman/expert with extensive experience.

- ____ Tighten loose connections and fittings.
- ____ Wrap exposed wiring with insulation tape.
- ____ Solder loose wire leads to contact points.
- ____ Measure, cut and bend wire and conduit.
- ____ Replace defective switches, relays, and wall outlets.
- ____ Hook up outlets, switches, light fixtures, regulators, and circuit breakers.
- ____ Rearrange light fixtures, switches, and outlets.
- ____ Test circuits to assure proper operation.
- ____ Troubleshoot
- ____ Plan, layout, and place distribution panels, circuit breakers, relays, conduit, fixtures, and distribution lines.

- ___ Calculate voltage, voltage drop and current capability in series and parallel circuits.
- ___ Determine types, sizes, and gauges of conduit, wiring, couplings, relays, and controls.
- ___ Install, modify, or troubleshoot secondary power distribution lines and circuits.
- ___ Install, modify, and/or troubleshoot industrial multi phase systems.
- ___ Install, maintain, and repair electrical intrusion alarm and fire alarm systems.

Check the following tools you have used:

- ___ Ammeters
- ___ Cable pullers
- ___ Cathodic protection test sets
- ___ Circuit analyzers
- ___ Circuit breakers testers
- ___ Conduit benders
- ___ Drills
- ___ Frequency meters
- ___ Ground fault interrupter testing equipment
- ___ Hydraulic benders
- ___ Meggers
- ___ Multimeters
- ___ Phase rotation meters
- ___ Pipe threading machines
- ___ Polarity testers
- ___ Power factor meters
- ___ Resistance bridges
- ___ Soldering irons
- ___ Screwdrivers
- ___ Strippers
- ___ Test lamps
- ___ Vibro-grounds
- ___ Voltage testers
- ___ Wattmeters
- ___ Wirecutters
- ___ Other tools (please list)

Referring to the above tools and instruments, check any of the following with which you have had experience:

- ___ Adjusting instruments
- ___ Adjusting tools
- ___ Calibrating instruments
- ___ Calibrating tools
- ___ Repairing instruments
- ___ Repairing tools
- ___ Sharpening tools
- ___ Sharpening instruments

Plumbing work

For each task in the following groups, choose one number that best describes your experience and/or training, and put that number in the appropriate blank.

1. Some training, no experience.
2. Perform task under close supervision.
3. Perform task using own initiative and judgement.
4. Journeyman/expert with extensive experience.

- ☐ Remove, clean, reinstall, or replace joints and fixtures such as traps, faucets and unions.
- ☐ Measure, cut, bend, and thread pipe.
- ☐ Install equipment such as hot water heaters or disposal systems.
- ☐ Repair and install plumbing fixtures such as tubs, sinks, and commodes.
- ☐ Install, modify, and repair utility, supply, or disposal systems such as sewage, water, oil and gas distribution systems.
- ☐ Plan, layout, and install complex piping systems including determining the routing, placement, slant, slope and fall of systems and equipment.
- ☐ Pour lead joints.
- ☐ Install couplings, unions and joints.

Check the following tools you have used.

- ☐ Closet auger
- ☐ Cutters
- ☐ Divider
- ☐ Hacksaw
- ☐ Hand pipe threader
- ☐ Hydrostatic pump
- ☐ Lead pump
- ☐ Mercury gauge
- ☐ Packing and/or caulking irons
- ☐ Pipe wrenches
- ☐ Plumb bob
- ☐ Power pipe threader
- ☐ Other tools (please list)

Referring to the above tools and instruments, check any of the following with which you have had experience:

- ☐ Adjusting instruments
- ☐ Adjusting tools
- ☐ Calibrating instruments
- ☐ Calibrating tools
- ☐ Repairing instruments
- ☐ Repairing tools
- ☐ Sharpening instruments
- ☐ Sharpening tools

Welding work

For each task in the following groups, choose one number that best describes your experience and/or training, and put that number in the appropriate blank.

1. Some training, no experience.
2. Perform task under close supervision.
3. Perform task using own initiative and judgement.
4. Journeyman/expert with extensive experience.

- ☐ Use electric resistance welding methods and equipment, such as spot, flash, and seam.
- ☐ Use gas torch welding processes and equipment, e.g., oxyacetylene or oxyhydrogen.
- ☐ Use arc welding processes and equipment, e.g., gas-carbon arc, or gas-metal arc.
- ☐ Weld commonly used metals.
- ☐ Use jigs and fixtures.
- ☐ Weld metals, and alloys of various sizes, shapes and thicknesses including dissimilar metals such as copper to steel.
- ☐ Weld in flat or horizontal positions
- ☐ Weld in vertical or overhead positions.

- ___ Weld metal parts or structures of .025 inches or less.
- ___ Weld very thick metal parts or structures, e.g., armor plating.

Check the following equipment/tools you have used.

- ___ Flash welder
- ___ Oxyacetylene welder
- ___ Seam welder
- ___ Spot welder
- ___ Other tools (please list)

Referring to the above tools, check any of the following with which you have had experience:

- ___ Adjusting tool
- ___ Calibrating tool
- ___ Repairing tool

Carpentry work

For each task in the following groups, choose one number that best describes your experience and/or training, and put that number in the appropriate blank.

1. Some training, no experience.
2. Perform task under close supervision.
3. Perform task using own initiative and judgement.
4. Journeyman/expert with extensive experience.

- ___ Build items such as shelving and storage bins.
- ___ Make repairs to office type furniture by regluing loose joints, and replacing shelving and slide mechanisms.
- ___ Construct and install structural items such as building frames, walls, staircases, door and window frames.
- ___ Repair structural items such as building frames, walls, staircases, door and window frames.
- ___ Construct and install wooden items with curved, contoured, and shaped surfaces and features.
- ___ Repair wooden items with curved, contoured, and shaped surfaces and features.
- ___ Install interior and exterior trim.

Check the following tools you have used:

- ___ Band or scroll saw
- ___ Drill press
- ___ Drills
- ___ Glue guns
- ___ Hammer
- ___ Hand saw
- ___ Measuring tape
- ___ Metal shears
- ___ Miter
- ___ Power nailers and fasteners
- ___ Power sanders
- ___ Radial saw
- ___ Routers
- ___ Screw guns
- ___ Screwdrivers
- ___ Other tools (please list)

Referring to the above tools, check any of the following with which you have had experience:

- ___ Adjusting tools
- ___ Calibrating tools
- ___ Repairing tools

___ Sharpening tools

Painter

For each task in the following groups, choose one number that best describes your experience and/or training, and put that number in the appropriate blank.

1. Some training, no experience.
2. Perform task under close supervision.
3. Perform task using own initiative and judgement.
4. Journeyman/expert with extensive experience.

- ___ Perform surface preparations using solvents, acids, and detergents in preparing surfaces for application of coatings.
- ___ Perform surface preparations using power and hand tools in preparing surfaces for the application of coatings.
- ___ Identify essential parts and components and protect them from dust, paint, and damage by _____taping and masking prior to cleaning and painting operations.
- ___ Determine coating methods, techniques, devices, and materials needed to produce a variety _____of finish results on various kinds of surfaces.
- ___ Apply covering materials to meet specified match, texture, decorative, thickness, and level _____requirements.
- ___ Interpret directions relating to the mixture, use, and application of materials being applied, _____and determine the proper procedure and method of application.
- ___ Interpret manufacturer's application instructions.
- ___ Prepare and monitor chemical solutions for degreasing of surfaces.
- ___ Apply fillers to build up, shape, and level surfaces to obtain a smoother surface.
- ___ Identify hazardous material labels and use appropriate safety equipment and techniques.

Prepare various coating materials. Check all that apply:

- ___ Blending
- ___ Matching
- ___ Mixing in various agents and retardants to get the proper color, texture, consistency, and drying state.
- ___ Tinting
- ___ Toning

Check which of the following you have used:

- ___ Dip tanks
- ___ Graining devices
- ___ Putty knives
- ___ Rollers
- ___ Sandpaper
- ___ Scrapers
- ___ Spray guns
- ___ Trowels
- ___ Wire brushes
- ___ Other tools (please list)

Referring to the above tools, check any of the following with which you have had experience:

- ___ Adjusting tools
- ___ Calibrating tools
- ___ Repairing tools
- ___ Sharpening tools

Air Conditioning Equipment Mechanic

For each task in the following groups, choose one number that best describes your experience and/or training, and put that number in the appropriate blank.

1. Some training, no experience.
2. Perform task under close supervision.
3. Perform task using own initiative and judgement.
4. Journeyman/expert with extensive experience.

- ☐ Maintain correct temperatures for air conditioning systems.
☐ Check oil pressure, regulators, defrost and damper controls.
☐ Clean and apply preservatives on evaporative condensers.
☐ Remove moisture and non-condensable gases from refrigerant systems.
☐ Check electrical circuits for continuity and replace fuses.
☐ Connect auxiliary and control mechanisms and piping or tubing.
☐ Charge refrigerator system with gas and test installation for leaks.
☐ Start unit and adjust unit for proper cut-in and cut-out refrigerator units or humidifiers.
☐ Balance and maintain reciprocating and centrifugal systems.
☐ Balance and inspect pneumatic systems encompassing freezers and walk-in cold storage boxes.
☐ Make splices and insulate exposed wires of systems.
☐ Calculate airflow and pressure-temperature characteristics for different systems in order to locate and repair faulty equipment.
☐ Calibrate pneumatic controls, balancing air condition systems, and computing required BTU's.
☐ Initiate purification of water systems by chemical control of impurities.
☐ Assemble and disassemble thermostatic controls and blowers.

Check the column(s) describing your experience working on the following equipment or instruments:

	Repaired	Installed	Modified
Air conditioning units	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Air cooled condensers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Air Filters	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Compressors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cooling coils	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cooling towers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dehydrators	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Electrical controls	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Evaporators	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Humistat	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ice machines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Motors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pipe systems	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pneumatic controls	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pressurestat	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pumps	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Purge and charge systems	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Refrigerant switches	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Relays	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Steam, water and change-over valves	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Thermostats	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tubing expansion valves	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Check the systems and type of experience you have had in the following:

	Operated	Repaired
Air conditioning systems of less than 3 tons:	<input type="checkbox"/>	<input type="checkbox"/>
Air conditioning systems between 3 and 5 tons:	<input type="checkbox"/>	<input type="checkbox"/>
Air conditioning systems over 5 tons:	<input type="checkbox"/>	<input type="checkbox"/>

Have you worked with equipment involving electric current as high as 440 volts? ☐ Yes ☐ No
 Do you have a Universal CFC License? ☐ Yes ☐ No

Check each of the following you have used:

- ☐ Acetylene torches
- ☐ Air velocity meter
- ☐ Anamoters
- ☐ Depth gauge
- ☐ Electric drills
- ☐ Hydrometer
- ☐ Leak detector
- ☐ Manifold assembly
- ☐ Manometer
- ☐ Megar
- ☐ Micrometers
- ☐ Ohmmeters
- ☐ Oxyacetylene torch
- ☐ Pipe threader
- ☐ Pipe cutters and benders
- ☐ Pressure gauges
- ☐ Psychrometer
- ☐ Refrigerant gauges
- ☐ Swedging tool
- ☐ Torque wrench
- ☐ Vacuum gauges
- ☐ Vernier Calipers
- ☐ Voltmeters
- ☐ Other tools (please list)

Referring to the above tools and instruments, check any of the following with which you have had experience:

- ☐ Adjusting instruments
- ☐ Adjusting tools
- ☐ Calibrating instruments
- ☐ Calibrating tools
- ☐ Repairing instruments
- ☐ Repairing tools
- ☐ Sharpening tools
- ☐ Sharpening instruments

Heating and Boiler Plant Equipment Mechanic

For each task in the following groups, choose one number that best describes your experience and/or training, and put that number in the appropriate blank.

1. Some training, no experience.
2. Perform task under close supervision.
3. Perform task using own initiative and judgement.
4. Journeyman/expert with extensive experience.

- ☐ Repair, troubleshoot and install complicated heating units and systems in boiler plants which produce steam or hot water.
- ☐ Repair, troubleshoot and install heating and power units which include wood, oil, and/or gas fired high and low pressure boilers.
- ☐ Repair, troubleshoot and install auxiliary components, automatic controls, circulating Systems superheater, preheaters and economizers.
- ☐ Observe and test the operation of heating and power systems in order to localize malfunctions in automatic controls converters, piping and pumps.
- ☐ Rebuild gear reducers, hydraulic pumps, hammerhog and recycle pumps.
- ☐ Repair, troubleshoot, and install centrifugal and absorption chillers.

___ Repair pollution control equipment.

___ Repair feed-water heaters.

Check the appropriate column(s) describing your experience:

	Inspect	Adjust	Replace	Repair
Air compressors	_____	_____	_____	
Ball bearing thrust bearings	_____	_____	_____	
Boiler feed pumps	_____	_____	_____	
Burners	_____	_____	_____	
Chill water pumps	_____	_____	_____	
Combustion fans	_____	_____	_____	
Condenser water pumps	_____	_____	_____	
Control linkages	_____	_____	_____	
Cooling tower screens	_____	_____	_____	
Drive gears turbine governor	_____	_____	_____	
Filters	_____	_____	_____	
Flame safeguard controls	_____	_____	_____	
Flow control valves	_____	_____	_____	
Fuel cutoff apparatus	_____	_____	_____	
Fuel feed	_____	_____	_____	
Fuel lines	_____	_____	_____	
Fuel oil pumps	_____	_____	_____	
Generators	_____	_____	_____	
Hydraulic cylinders	_____	_____	_____	
Oil pumps	_____	_____	_____	
Oil seals	_____	_____	_____	
Purge units	_____	_____	_____	
Refractory liners	_____	_____	_____	
Relays	_____	_____	_____	
Safety valves	_____	_____	_____	
Springs and gaskets	_____	_____	_____	
Steam gland seals	_____	_____	_____	
Switches	_____	_____	_____	
Thermostats	_____	_____	_____	
Turbines	_____	_____	_____	
Vacuum pumps	_____	_____	_____	

Check which of the following you have used:

___ Calipers

___ Dead weight testers

___ Dial indicators

___ Flow meters

___ Grinders

___ Hydrostatic testing equipment

___ Lathes

___ Micrometers

___ Ohmmeters

___ Power saws

___ Pyrometers

___ Tachometer

___ Other tools (please list)

Referring to the above tools and instruments, check any of the following with which you have had experience:

___ Adjusting instruments

___ Adjusting tools

___ Calibrating instruments

- ___ Calibrating tools
- ___ Repairing instruments
- ___ Repairing tools
- ___ Sharpening instruments
- ___ Sharpening tools

Automotive Mechanic

Check the vehicles you have repaired or maintained:

- ___ Forklifts
- ___ Passenger cars
- ___ Pickup trucks
- ___ Tractors
- ___ Vans
- ___ Other Vehicles. Please identify other vehicles.

Check the appropriate column(s) describing your experience:

	<u>Adjust</u>	Install	Overhaul	Trouble shoot	Replace
Air conditioning system	_____	_____	_____	_____	
Automatic transmission	_____	_____	_____	_____	
Belts	_____	_____	_____	_____	
Brakes	_____	_____	_____	_____	
Carburetor	_____	_____	_____	_____	
Circuit board	_____	_____	_____	_____	
Conventional steering- mechanism	_____	_____	_____	_____	
Crankshaft	_____	_____	_____	_____	
Diesel engine	_____	_____	_____	_____	
Differentials	_____	_____	_____	_____	
Distributor caps	_____	_____	_____	_____	
Electrical and electronic systems	_____	_____	_____	_____	
Electronic fuel- injection system	_____	_____	_____	_____	
Emission control system	_____	_____	_____	_____	
Exhaust system	_____	_____	_____	_____	
Fan belts	_____	_____	_____	_____	
Fuel systems	_____	_____	_____	_____	_____
Fuel Pump	_____	_____	_____	_____	
Gasoline engine	_____	_____	_____	_____	
Generator system	_____	_____	_____	_____	
Hydraulic system	_____	_____	_____	_____	
Ignition points & condenser	_____	_____	_____	_____	
Ignition timing	_____	_____	_____	_____	
Muffler	_____	_____	_____	_____	_____
Piston rings	_____	_____	_____	_____	
Power steering mechanism	_____	_____	_____	_____	
Power train assemblies	_____	_____	_____	_____	
Radiators	_____	_____	_____	_____	
Shift forks or rails	_____	_____	_____	_____	
Shock Absorbers	_____	_____	_____	_____	
Spark plugs	_____	_____	_____	_____	
Standard transmission	_____	_____	_____	_____	
Starter motor and switches	_____	_____	_____	_____	
Thermostats	_____	_____	_____	_____	
Timing Chain	_____	_____	_____	_____	
Transaxles	_____	_____	_____	_____	
Water pumps and hoses	_____	_____	_____	_____	
Wires	_____	_____	_____	_____	

Check the following items you have performed in the maintenance of vehicles:

- ☐ Adjust timing
- ☐ Change and repair tires
- ☐ Check and replace lights
- ☐ Lubricate vehicles including engine, transmission, transfer
- ☐ Oil change cases, differentials
- ☐ Pack bearings

Check which of the following you have used:

- ☐ Bearing puller
- ☐ Boring bar
- ☐ Capacity tester
- ☐ Chisels
- ☐ Clutch-pilot tool
- ☐ Combination wrenches
- ☐ Computerized engine analyzer and scanner
- ☐ Compression tester
- ☐ Crankshaft grinder
- ☐ Cylinder Hone
- ☐ Diagonal cutting pliers
- ☐ Dial Indicators
- ☐ Drill motor
- ☐ Dwell Meter
- ☐ Dynamometer
- ☐ Electric drills
- ☐ Exhaust Analyzer
- ☐ Files
- ☐ Flow meter
- ☐ Honing machines
- ☐ Hydraulic floor jacks
- ☐ Impact wrenches
- ☐ Injector tester
- ☐ Lathe
- ☐ Micrometer
- ☐ Multimeter
- ☐ Oscilloscope
- ☐ Ohmmeter
- ☐ Pneumatic drills
- ☐ Pneumatic Impact Wrenches
- ☐ Ratchets
- ☐ Slip-joint pliers
- ☐ Sockets
- ☐ Soldering iron
- ☐ Tachometer
- ☐ Tappet Wrench
- ☐ Test Bench
- ☐ Thickness Gage
- ☐ Torque wrenches
- ☐ Valve Grinder
- ☐ Vernier Calipers
- ☐ Welding Equipment (electric welders, flame torch cutters, and soldering iron)
- ☐ Wheel alignment equipment
- ☐ Wheel balancers (on-the-car type)
- ☐ Other tools (please list)

Referring to the above tools and instruments, check any of the following with which you have had experience:

- ___ Adjusting instruments
- ___ Adjusting tools
- ___ Calibrating instruments
- ___ Calibrating tools
- ___ Repairing instruments
- ___ Repairing tools
- ___ Sharpening instruments
- ___ Sharpening tools

THE FOLLOWING REFLECTS YOUR ABILITY TO INTERPRET OR FOLLOW INSTRUCTIONS:

Choose the number that best describes the highest level of instruction you have followed to do your work and put that number in the appropriate blank(s).

1. Have not used.
2. Used with assistance from others.
3. Used independently.
4. Provided instruction to others.

- ___ Blueprints
- ___ Building codes
- ___ Building plans
- ___ Drawings
- ___ Drawings with different trade symbols
- ___ Engineering drawings
- ___ Manufacturers' specs
- ___ Technical Manuals
- ___ Wiring diagrams
- ___ Work orders

Check the response that describes your work situations:

- ___ Under close supervision, follows specific instructions.
- ___ Follows work orders and works from sketches or basic blueprints which are complete in terms of materials and methods used.
- ___ Interprets complex instructions, sketches, blueprints, diagrams, and/or building codes.
- ___ Uses judgment and experience to adapt specifications.
- ___ Responds to frequent, new or changed instructions or specifications.
- ___ Provides guidance and instruction to others on the full range of specifications.

THE FOLLOWING IDENTIFIES THE TYPE OF MATERIALS YOU HAVE USED:

For each type of material in the following groups, choose the number that best describes your experience and/or training and put that number in the appropriate blank.

1. Have not used.
2. Use materials for the job when chosen by others.
3. Independently selects the proper materials for a job.
4. As necessary, independently makes substitutions of materials.
5. Serve as technical expert to others on the use of materials.

Electrical Work

- ___ Controls
- ___ Fixtures
- ___ Outlets
- ___ Relays
- ___ Wiring

Plumbing Work

- ☐ Caulk
- ☐ Elbows
- ☐ Reduction couplings
- ☐ Tile pipe
- ☐ Traps

Welding

- ☐ Alloys
- ☐ Metals
- ☐ Newly developed metals

Carpentry

- ☐ Lumber
- ☐ Paneling
- ☐ Wood composite materials

Painter

- ☐ Acrylic resin
- ☐ Bonding agents
- ☐ Enamel
- ☐ Epoxy resin
- ☐ Lacquer
- ☐ Pre-coating materials
- ☐ Shellac
- ☐ Stain
- ☐ Varnish
- ☐ Water base polyurethans acrylic metallic paint

Air Conditioning Equipment

- ☐ Commercial refrigeration
- ☐ Domestic refrigeration
- ☐ Industrial refrigeration

Heating and Boiler Plant Equipment

- ☐ Chemicals
- ☐ Fuels (coal, oil, wood, refuse derived fuel)
- ☐ Pumps
- ☐ Valves

THE FOLLOWING REFLECTS YOUR TROUBLESHOOTING EXPERIENCE:

Check the types of experience you have had in resolving problems.

- ☐ Locate and resolve simple problems or malfunctions through sound or appearance.
- ☐ Locate problems or malfunctions through detailed inspection, advanced circuit testing or diagnostics, and using testing instruments, resolve problems and malfunctions with the help of other journeyman.
- ☐ Locate problems or malfunctions through detailed inspection, advanced circuit testing or diagnostics, and using testing instruments, resolve problems and malfunctions by oneself.
- ☐ Locate and diagnose difficult problems or malfunctions requiring specialized knowledge.
- ☐ Provide consultation to other workers in resolving difficult problems or malfunctions.

Have you had any work related accidents in the last:

- ☐ 1 year

___ 2 years

___ 3 years

___ 4 years

___ 5 years

(If yes to any of the above, please explain.)

Do you have a valid motor vehicle operator's license?

_____Yes _____No

I certify the information provided in this questionnaire is correct and accurate to the best of my knowledge.

Signature

Date